



ROCHESTER MATH SCHOOL ASSOCIATION

MEETING

28th February 2022

MINUTES

Present: Jane Marsh, Janine Johnson, Jo Harding, Angela Hannaford, Charlie Alderman (RMSA link), Deji Oyesaye, Joanna Killick, Jane Tusar

1. **Apologies for Absence:** Eliot Hodges, Dave Davis, Lisa Lanckmans, Claire Doree, Cathy Younger, Max Hussman, Faye Humphries, Ruth Thomas, Gordon Millar, Elaine Stokes, Jeff Doust, Yemi Ojo, Sue Crittenden, Lorraine Kill, Sarah Gilbert, Nicole Deards

2. **Minutes of the Last Meeting, Matters Arising & Update on Actions**

The minutes of the last meeting were accepted as a true record of the meeting and adopted.

3. **Chair's Report**

There isn't much to report for this term. We have a steady stream of income from Your School Lottery but the ticket sales have fallen off slightly. Please can everyone encourage everyone they know to buy tickets to help support our fundraising?

We served refreshments at the LAMDA drama evening on 9th February and it was good to get back to a school event again. It was worth doing and we raised £58 (see the Treasurer's report). Unfortunately, we found that a fair bit of our stock was going to be out of date within a couple of weeks and would not be saleable at the next event; however, we left it in the staff room for the staff to help themselves so it didn't go to waste.

As per previous reports, please don't forget that I, Janine and Jo are planning on standing down this year. A plea to parents went out in an RMSA news email recently and we have had someone put themselves forward as a potential Treasurer. We are still to meet up with her. However, despite the plea to parents, nobody has yet put themselves forward to take on the Chair and Vice Chair roles and we are still extremely concerned that the RMSA may not continue after our departure. Please consider stepping up so that the RMSA can go forward from September and continue to raise money to help the school and its students. Or, if you know of anyone that might be interest in the roles, please do put them in touch with me.

As I have said previously, the RMSA is such a vital and integral part of the school and we are greatly valued by Mr Hodges, the leadership team and the staff. We have gone from strength to strength over the last few years and everything needed to move forward successfully is already in place, including checklists and handover documents. We will, of course, still be available to help and advise those people who step in our roles.

Jane Marsh

February 2022

4. Treasurer's Report (update)

Float in Cash Tin		£100.00
Float in Lost Property		£20.00
Payments In		
January/February	2 nd hand uniform	£81.36
	Your School Lottery	£421.20
	Drama evening	£58.00
Payments Out		
January/February	Geography Dept Maps	£333.24
	Drama Licence	£820.00
	Football Kit	£1,073.66
Liabilities		
	Reimburse insurance	£22.50
	Reimburse Boot Fair Bookings	£10.00
	Laptops	£1,590.00
	Small Lotteries annual fee paid in May	£20.00
Available Funds as of the 20th February 2022		£16,646.25

- **Charity Commission Return:** Submitted
- **ParentKind Survey:** Completed
- **Insurances.** We do not appear to have received any further payments which means we have only received 2 payments this year.
- **Your School Lottery:** The Lottery information is posted on the RMSA Facebook page, please could you share so the message gets to as many people as possible, remember you do not have to be a parent of a pupil to participate.
- **Giving Machine:** The Giving Machine information is posted on the RMSA Facebook page please could you share so the message gets to as many people as possible, remember you do not have to be a parent of a pupil to participate.
- **Amazon Smile:** Amazon Smile information is posted on the RMSA Facebook page please could you share so the message gets to as many people as possible, remember you do not have to be a parent of a pupil to participate. We have had another £100 come in via Amazon Smile since the treasurer's report was done.
- **Donations:** £1,500 is still put aside for the Laptops in case there is a way to resolve the Trust's issue with receiving the donation. Charlie noted that this issue has not been resolved and doesn't seem to be going any further so best to put the £1500 back into the RMSA pot.
- **Stock:** Unused stock from Xmas Fayre is in cupboard.
- **Requests for Funding:** All requests for funding need to be submitted on a Funding Request form attached. This is necessary as we need to have an audit trail available to show an accountant at the end of our financial year. Our income is likely to exceed £10,000 this year and there are more stringent requirements in respect of our Charity Commission submission. In addition, there is now a 2month time limit on the agreement to fund an item to allow funds to become available for other bids. Wording on Funding Application has been amended to reflect this.

Jo Harding

February 2022

5. Request for Funds

- SEND – interactive, sensory tile for use at break and lunch times at a total cost of £57.89 (£47.99 + VAT) (C.Carberry) – approved
- Chemistry – 3 melting pot apparatus at total cost of £704.73 (£234.91 each) for use at A-level. It is a core piece of apparatus for Y13 practicals and as more students are opting for chemistry at A-level, there is not enough to go around (M.Barley) – approved
- Food Technology – 2 air fryers at a total cost of £99.96 (£49.98 each) (O.Carrier) – useful equipment for GCSE practicals but also to allow student to develop healthier and safer ways of preparing food - approved
- Art & Design – A range of ceramic glazes to be used with KS3 in class and in extra-curricular clubs at a total cost of £266.58 (£222.14 + VAT) (E.Morton) – approved but this is a one-off agreement. Any future requirements will have to go through the same process of discussion and it will depend on the thoughts of the RMSA membership at the time of request and how much money we have available. We do not want to set a precedent that might imply that future requests will automatically be granted.
- Art & Design Photography – An interfit LED light ring to develop the lighting and effects that GCSE and A-level students can achieve at a total cost of £179 (E.Morton) – approved
- Science – Funding for Science club to be able to cover costs of equipment and the entrance fee for the Crest Award at a total cost of £500 for the year (Amy Wallace) – We are more than happy to fund items for the science club as this is exactly the sort of thing we are here for but we need to have an itemised list of the things that will be purchased rather than just awarding a sum of money. If the request can be updated and resubmitted, we will discuss it again at the next meeting in April.

Further to discussion at last meeting about RMSA possibly funding larger items of use to the school, Jane has had some discussion with Eliot about us funding a gazebo-style shelter for outside for students to use during the bad weather.

6. Quiz night & forthcoming events

Quiz night has been booked for the main hall for Friday 20th May – Jubilee theme. Jo has ordered a 'pin the diamond on the Queen' game, red, white & blue tablecloths. We can discuss this more at the next meeting. Need to work out food.

Spring concert – 16th March TBC date with Faye (see actions)

Thurs 9th June – Y6 New entrants evening normally in June – we can represent the RMSA there and sign up parents to school lottery, promote the work we do to support the school. To be discussed at a later date.

7. Lost Property Update

The lighting and the power point in Lost Property have been replaced, the power socket is near the counter - much better location. The old socket is still there, but it is in the back room beside the cupboard (not easy to get to). I'm not sure if it still has power.

With the exception of Watches, all pre-2021 lost property has been moved on: either to the Second Hand shop, charity shop or the bin.

All unnamed items are photographed and listed with a description. I was wondering if it might be an idea to group similar items with their descriptions and send an email out, i.e. separate emails for glasses, coats, lunchboxes, PE Bags, etc?

Jane will go back to Cathy and ask her to draft something so it can then be emailed out.

8. Update from Sixth Form

No update at this time.

9. Update from Charlie Alderman

No update at this time.

10. Update from OW

Jeff not present so no update at this time.

11. Any Other Business

Janine asked about revision guides. Jane will discuss with Eliot again once they arrange some time.

Jane Wheeler – worth discussing with as she deals with the pupil premium.

Deji raised the idea of an RMSA dedicated evening at the end of the school year – to sell the revision guides, introduce the RMSA, have refreshments, lost property, second hand uniform, push the school lottery, Amazon Smile, etc.

****Date of the next RMSA meeting ~ Monday 25th April 2022 @ 7pm, SJWMS****

Actions

Ref.	Date	Agenda Item	Activity	Owner
T5.12	<i>On-going</i>	Lost Property	Dave to build racking and engage Site Team as appropriate. Difficulty in sourcing materials but will be sorted once this has been ordered. Still proving difficult. Jo mentioned we could purchase racking to replace it – Sue and Cathy to investigate what they would need and let us know. Message to parents re. coats to be sent out	Dave Sue C and Cathy Y Jane
T6.6	<i>On-going</i>	Giving Machine/Amazon Smile	CA to promote with staff & will send information from Jane across to the new 6 th form reps.	Charlie
T1.17	<i>Ongoing</i>	Lost Property	See LP update above.	Sue C
T2.9	7 th December 2020	AOB	Reminder and information to members about the Parentkind website. Anyone can join Parentkind, committee members have to be approved by RMSA officers. Also about the Facebook page – PTA hangout. Worth joining for ideas and information.	All

T5.2	<i>ongoing</i>	AOB	6 th form reps to look after the walkie talkies and will make sure they are all charged ready for use.	Deji, Faye, Max
T6.1	<i>ongoing</i>	AOB	All to promote School Lottery, TGM, Amazon Smile etc	All
T3.1	10 th January 2022	Quiz night	Jane to look at possible dates for Term 5 to move the quiz night to and liaise with Dean. Booked for Fri 20 th May 2022 (see update above in Quiz Night and forthcoming events)	Jane
T4.1	28 th February 2022	Forthcoming events	Need to check the date for Faye – Charlie to confirm with Faye and let Jane know	Charlie
T4.2	28 th February 2022	AOB	Jane to meet with Eliot to discuss about the revision guides and the meet the RMSA evening idea	Jane